

CITY OF SPRINGFIELD, MISSOURI
REQUEST FOR PROPOSALS
HOMELESSNESS PREVENTION & RAPID RE-HOUSING PROGRAM
May 14, 2009

The City of Springfield, Missouri is soliciting proposals from homeless service providers for implementation of its Homelessness Prevention and Rapid Re-Housing Program until June 11, 2009, 5:00 PM. Services needed will include short and long-term rental assistance, and housing relocation and stabilization services to assist individuals and families in preventing and ending homelessness.

1. Background:

Notice of requirements for homelessness prevention and rapid re-housing were published by the U. S. Department of Housing and Urban Development (HUD) on March 19, 2009. Through this announcement, the City was informed that it would receive \$551,673. For complete program information and requirements of this grant, contact the HUD website at www.hud.gov/recovery/ and then clicking on Programs, Formula Programs, Homelessness Prevention and Rapid Re-Housing Program, and then the program information at the bottom, right hand page. Providers interested in submitting a proposal for grant implementation services under this Request for Proposals (RFP) must fully acquaint themselves with HUD's Notice of Allocation, Application Procedures, and Requirements for Homelessness Prevention and Rapid Re-Housing Program (HPRP) Grantees under the American Recovery and Reinvestment Act of 2009.

2. RFP Funding Availability:

The City will set aside 5% of the grant amount to cover the cost of administration, leaving \$524,089 for which the City proposes to contract for HPRP grant implementation services. This funding will go for eligible activities for homelessness prevention and rapid re-housing that include financial assistance and housing relocation and stabilization services. Funding may also be used for data collection and evaluation.

3. Service Provider Requirements:

In order for the City to consider a proposal, the service provider must meet the following requirements:

- Experience in the community in providing the types of assistance eligible under the HPRP
- Continued capacity to perform—list positions and describe roles
- Experience in utilization of the Homeless Management and Information System (HMIS)
- History of compliance with City ordinances and requirements

4. Proposal Content:

- a. The proposal shall contain a narrative addressing the City requirements listed in 3. above.
- b. Proposals shall contain a collaboration plan that identifies partners and their roles in service delivery.
- c. Proposals shall contain a plan for outreach to potential program participants.
- d. The service provider shall include a timetable for significant events and service delivery. The timetable shall be sufficient to assure that funds will be spent in a timely manner (60% within two years and 100% within three years).
- e. A budget estimate in the format provided below shall be included.

HPRP Estimated Budget Summary			
	Homelessness Prevention	Rapid Re-housing	Total Amount Budgeted
Financial Assistance ¹	\$	\$	\$
Housing Relocation and Stabilization Services ²	\$	\$	\$
Subtotal (add previous two rows)	\$	\$	\$
Data Collection and Evaluation ³			\$
Administration (up to 5% of allocation)			\$ 27,584
Total HPRP Amount Budgeted⁴			\$ 551,673

¹Financial assistance includes the following activities as detailed in the HPRP Notice: short-term rental assistance, medium-term rental assistance, security deposits, utility deposits, utility payments, moving cost assistance, and motel or hotel vouchers.

²Housing relocation and stabilization services include the following activities as detailed in the HPRP Notice: case management, outreach, housing search and placement, legal services, mediation, and credit repair.

³Data collection and evaluation includes costs associated with operating HUD-approved homeless management information systems for purposes of collecting unduplicated counts of homeless persons and analyzing patterns of use of HPRP funds.

⁴This amount must match the amount entered in the cell on the table in Section A titled "Amount Grantee is Requesting."

5. Other

Proposals will be reviewed by a team consisting of staff and selected members of the Citizen Advisory Committee for Community Development. Points will be awarded by team members on a 1-5 basis for each item addressed in 3. Service Provider Requirements and 4. Proposal Content a., b., c. and d. Proposals should be clearly labeled “Proposal for Homelessness Prevention and Rapid Re-Housing Services” and may be mailed or brought to the Department of Planning and Development, Second Floor, Busch Municipal Building, P.O. Box 8368, 840 Boonville Avenue, Springfield, MO 65801.

The City will operate this program strictly on a cost reimbursable basis. The service provider will need to make all payments on behalf of program participants, and upon request and submission of appropriate documentation, the City will reimburse the service provider. Reimbursement cannot be made more frequently than once weekly.

The service provider selected shall work with the City to determine criteria for participant eligibility and appropriate levels of assistance to HPRP participants. It will also be necessary to determine housing quality standards and rent reasonableness for levels of assistance.

The City will hold a pre-proposal conference on Thursday, May 21, 10:30 a.m. in the Third Floor Conference Room of the Busch Municipal Building, 840 Boonville Avenue. This will be a forum for questions, communications and discussion regarding this RFP. All potential offerors are encouraged to attend.

Questions or communications should be directed to Chuck Marinec, Grants Advisor at 864-1097 or e-mail at cmarinec@springfieldmo.gov.